



How do I order promotional materials?

The U.S. Government Printing Office provides promotional materials at no charge to Federal depository libraries to increase public awareness of the Federal Depository Library Program (FDLP).

How to Order Promotional Materials

1) There are two options available to begin shopping for promotional materials.

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Login first, using your depository number and internal password before shopping.
(Recommended option).

* Shop first, then login. (You will be prompted to login when adding an item to your cart).

From the top main navigation menu, go to: Outreach > Promotional Resources > FDLP Promotional Materials.

Browse through the "Categories" and select an item you would like to order.

Once selected, choose a "Quantity" and click "Add to Cart". You will now see the items available in your cart (update quantities and/or delete items as necessary directly in the cart). Use the breadcrumbs at the top of the cart to navigate back and add more items to your cart.

Name	SKU	Quantity / Update
Depository Library Decal (Glue on Front)	DE0001	1 Edit Qty Delete Item
Classification Chart Poster	PQ0001	1 Edit Qty Delete Item

[Checkout](#)

When you are ready to place your order from the "Cart", choose the "Checkout" option on the bottom of the screen. You will then be taken to the screen below. Be sure to double check your information. The default "Shipping Address" is the same as your "Contact Information". We realize that your shipping address may need to be different from your "Contact Information" address. If you need to add a specific shipping address, click on the link to "Add a new Shipping Address". Once your shipping address is updated (if need be), or if you are ready to confirm your order without making and address changes, click the "Next" button on the bottom of the screen to confirm your order.



THE FEDERAL DEPOSITORY LIBRARY PROGRAM

Checkout

Name	SKU	Quantity / Update
Depository Library Decal (Glue on Front)	DE0001	1  
Classification Chart Poster	PO0001	1  

Contact Information

Institution: N/A
Full Name: Adelaide Hasse
Address: 732 North Capitol St. NW
Mail Stop: IDLP
Washington, DC 20009
United States
Phone: 202-512-1185
Fax:
Email: ahasse@gpo.gov

(Update Address)

Shipping Information

Please select a Shipping Address!

☒ - Default (Same as Contact Information)

[Add a new Shipping Address.](#)

Next >>

You*will now have one final opportunity to confirm your order. Feel free to add any special notes in the text box, then click "Confirm Order".

Checkout

Name	SKU	Quantity
Depository Library Decal (Glue on Front)	DE0001	1
Classification Chart Poster	PO0001	1

PLEASE REVIEW THE PROVIDED DATA AND CONFIRM THE ORDER!

Shipping Address: Adelaide Hasse
732 North Capitol St. NW
Mail Stop: IDLP
Washington, District Of Columbia 20009

Please leave a note to us with your order if you want to:

Special Instructions for shipping, Attn, etc.

Confirm Order

Once you confirm your order, you will see a "Thank You" message. Click the "Follow this link to view the Order Details" link to see your order summary.

Thank you for your order.



Your order has been successfully placed!

A confirmation email has been sent to: ahasse@gpo.gov

[Follow this link to view the Order Details.](#)



THE FEDERAL DEPOSITORY LIBRARY PROGRAM

This is the "Order Summary" screen. You will also receive an email copy of your "Order Summary" based on the email address on file for your library's FDLP Desktop account.

Order Summary



U.S. Government Printing Office
732 N. Capitol Street, NW

Washington, District Of Columbia 20401

Order Information

Order Number: 00001113
Order Date: Monday, 09 February 2009 01:04
Order Status: Confirmed

Customer Information

Contact Information

Email: ahasse@gpo.gov
Library Name: N/A
Library Number: N/A
Title: Mr.
First Name: Adelaide
Last Name: Hasse
Address 1: 732 North Capitol St. NW
Address 2: Mail Stop: IDLP
City: Washington
State/Province/Region: DC
Zip/Postal Code: 20401
Country: United States
Phone: 202-512-0000

Shipping Address

Address
Nickname:
Library Name: N/A
Library Number: N/A
First Name: Adelaide
Last Name: Hasse
Address 1: 732 North Capitol St. NW
Address 2: Mail Stop: IDLP
City: Washington
State/Province/Region: DC
Zip/Postal Code: 20401
Country: United States
Phone: 202-512-0000

Order Items

Qty	Name	SKU
1	Depository Library Decal (Glue on Front)	DE00001
1	Classification Chart Poster	PO0001

To edit your Account Information, Shipping Information, and Order Information; click on "Promo Order History" from the right-hand navigation menu when logged in.

Customer Account: Adelaide Hasse



Account Information

Here you can update your billing information.



Shipping Information

Here you can add and maintain shipping addresses.



Order Information



Order Date: 09. February 2009

Order Status: Confirmed

Order Number: 00001113

Remember to log out when you are finished ordering promotional materials or managing your account.

User Menu for Ordering



Before you begin ordering promotional materials, here is some helpful information to note before navigating through the store. Once logged in, a "User Menu" will appear in the right-hand navigation menu as demonstrated below. To get to the front of the store to view products while shopping, click on "Order Promo Materials". If you need to get back to your shopping cart at any time, simply click on "My Cart" from the "User Menu". To track all of the orders that you have placed, click on "Promo Order History" available from the same menu. You can also manage your account information and shipping information from the "Promo Order History" menu item.



User Menu

